

MANUSCRIPT TRACKING PROCESS

Introduction

All manuscripts submitted to Eastern Region SSD are tracked via data entry into a Microsoft Access database. The purpose of the publication database is to keep track of submitted manuscripts and provide streamlined, organized, and accessible publication data. The entire database is accessible within Eastern Region SSD, while an [Intranet web page](#) that accesses the database provides information to the authors on the status of all submitted manuscripts.

Procedure to access and update the database

1. Start the Microsoft Access Database Program
2. Select *Open Existing Database*. You may need to Browse to *X:/SSD/Database/*
3. Choose *X:/SSD/Database/SSDbase.mdb*

This brings up a box that allows you to select several options. Only four are active:

- The **Tables tab** to view the entire table.
- The **Queries tab** to view a selected type of publication in table format.
- The **Forms tab** to add or modify an entry for a paper in progress.
- The **Report tab** to view all published manuscripts.

To add or update information on a manuscript in the database:

4. Click the **Forms Tab**, then double-click the *Papers_in_progress*. The **SSD Publication Input/Edit Form** will only display those publications from the database which are of the *REVIEW* type.
 - To add a new publication, select the small right-arrow/star combination button at the bottom left of the **Form** window. This will clear the fields for a new entry and move the new entry to the end of the database.
 - To update an existing entry, use the small arrow keys on the bottom left of the **Form** window to move to the desired manuscript and make the necessary changes.

- When you move to another entry or close the **Form** window, the new **Form** data is automatically added to or updated within the database.

5. Below are instructions for completing all fields in the form:

Type – set to *REVIEW* while the review process is active. Set to the publication type after the manuscript has been cleared for publication.

Expected Type – Set to the expected publication type.

Author – Enter the *First_name Last_name* of each author, separated by commas.

Field Office – Enter the lead author's field office letter ID, ALL CAPS.

Reviewer – Choose your name from the list or type in your name, *First_name Last_name*.

Title – Enter the manuscript title.

Date Received – Static field. Enter the date SSD received the manuscript. Dates should be entered mm/dd/yyyy, using zeros if necessary (i.e., 08/03/1999 not 8/3/99).

Review Started – Enter the date the review began. This changes for each revision.

Returned to Author – Enter the date the review was mailed or E-mailed back to the lead author. This changes for each revision.

Date Completed – Enter the date the manuscript was approved for publication. Dates should be entered mm/dd/yyyy, using zeros if necessary (i.e., 08/03/1999 not 8/3/99).

The following information is entered after the manuscript has been published. An effort should be made to follow up with authors of manuscripts submitted outside of Eastern Region to obtain the necessary data.

Type – Change from *REVIEW* to the publication type.

Number – Enter the publication number.

Publication Month – Choose the correct month of publication.

Publication Year – Enter the full publication year (i.e., 1999, not 99)